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What documentation do we recommend and why?

The first aspect to consider is that, since these are **virtual meetings with limited time, prior organization and planning are essential** to ensure productivity and achieve better results.

Therefore, we suggest preparing in advance all the information related to the different aspects that contribute to the professionalization of the artistic and musical projects you lead, ensuring you always remain focused on your core proposals.





What documentation do we recommend and why?

The information we recommend preparing before your meetings does not necessarily need to be shared in full with each CURATOR, unless specifically requested. However, we believe having it ready is important for two main reasons:

- 1.** Responding to specific requests: If the CURATOR requests more details, you will be able to respond quickly and efficiently, demonstrating preparation and professionalism.
- 2.** Enhancing preparation and professionalism: Organizing all materials will allow you to be better prepared for the meetings and will significantly contribute to your project's professional development.





What documentation do we recommend and why?

The questions in the application forms will be written in the preferred language of the curator responsible for reviewing the artistic proposals. Accordingly, all answers must be completed in that same language, which may be Spanish, Portuguese, or English. **Therefore, supporting documents (EPK, riders, biography, and additional information) must be prepared in all three languages.**





Press and Media Package

1. Press Kit / EPK (Electronic Press Kit)

Basic information about the artist or band
Release details (album, single)
Contact information

2. Artist Dossier

Full biography
Discography
High-resolution photographs

3. Social Media and Music Platforms

All platforms and channels updated
Featured reviews and press coverage





Press and Media Package

4. Audiovisual Material:

>Live performance videos. <

Video Clips.

5. Promotional Strategy:

Marketing and Timeline Strategy
Release and Promotion Roadmap
Target audience

6. Key Highlights:

Pitch to Promoters and Festivals
Milestones and Upcoming Goals





Additional Documentation

7. Digital Distribution Approach

Streaming platform distribution roadmap
Social media marketing plan

8. Graphic Material

Logos and branding elements
High-resolution album or single covers

9. Planned Collaborations

Information on artists or producers you plan to work with

10. Performance History

Details of previous shows, including venues and dates
Feedback or reviews from past performances





Technical and Production Documentation

11. Technical Rider

Equipment specifications and technical requirements for the show
Sound, lighting, and stage design details

12. Alternative Technical Riders

If you have multiple rider options, include them with a live concert video for each setup (full band, trio, duo, solo...)





Technical and Production Documentation

13. Hospitality Rider

Backstage and Tour Hospitality Details
Team Members and Their Roles

14. Legal and Contractual Information

Any pre-existing commitments that require coordination or acknowledgment.





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